

## **Cassidy School Council Bylaws**

### **ARTICLE I. MISSION**

The mission of Cassidy School is:

*Every child a proficient learner and good citizen.*

### **ARTICLE II. MEMBERSHIP**

#### **A. COMPOSITION**

1. The school council shall consist of the principal, three teacher members (one each representing Primary, Intermediate and Auxiliary), and two parent members as required by KRS 160.345. In addition, Non-voting members shall include one parent, who will serve as Council Secretary, and one member who may represent the classified staff.
2. If the school reaches 8 percent or more minority student enrollment, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed; the teachers shall elect a minority teacher from the school's faculty. If there are no minority teachers on faculty at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.

#### **B. REQUIREMENTS FOR MEMBERSHIP**

1. All Members: No one may serve on the school council who has a legal conflict of interest as designated by KRS 45A.340 except the salary paid to district employees. New members (those with less than one year of service) must complete six (6) hours of training from a trainer endorsed by the Kentucky Department of Education. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year.
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools and teacher residence must be within the borders of the Commonwealth of Kentucky. Itinerant teachers may nominate, serve, and

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vote in our school. Principals or assistant principals may not serve as teacher council members.

3. **Parent Members:** Parent council members must be the parent, step-parent or foster parent of a child who is pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if the pre-registered child lives with them. Parent council members may not be the father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in law of someone employed by the school district.

### C. ELECTIONS

1. **Parent Members:** Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May by the school’s PTA for the purpose of electing two parent council members. The president of the PTA shall notify the principal in writing of the two parents elected within 24 hours of the final vote. Eligible voters are parents whose children are pre-registered to attend Cassidy School during the term of office.
2. **Minority Parent Members:** If the school has 8% or more minority students by October 1<sup>st</sup> of the preceding school year, the principal shall conduct an election for a minority parent representative to the school council, only in the event that the regular parent election did not produce a minority member. The principal shall call for nominations and work with the PTA to establish the date of the special election. The PTA shall notify all parents in writing of the date, time and location of the election. The election shall be held prior to October 1<sup>st</sup> if a vacancy exists at the beginning of the school year. The nominee with the most votes shall be the minority parent council member. All parents are eligible to vote in the election.
3. **Teacher Members:** Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (more than one half) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:
  - Nomination
  - Preparation of Ballot
  - Elections
  - Absentee Ballots
  - Procedures after First Round Ballots

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4. **Terms of Office:** Beginning with the 2004-2005 school year, Council members shall serve a term not to exceed two years. Council members may be elected for a second consecutive two-year term. No member shall be elected for a third consecutive two-year term. Furthermore, a member shall not be eligible for appointment nor be eligible to be elected to any Council vacancy following the two consecutive two-year terms until waiting a minimum of two years.

- **Special Provision for the establishment of staggered terms of office.** (Beginning with the first day of school in the 2004-2005 school year, this provision will automatically be removed from the bylaws without any required action on the part of the Council): Beginning with the election for the 2004-2005 school year, the parent member receiving the most votes shall serve a two-year term. The parent receiving the second highest vote total shall serve a one-year term. Should the general parent election not produce a minority member, a special election shall be held to elect a minority parent member to serve a two-year term.
- (Beginning with the first day of school in the 2004-2005 school year, this provision will automatically be removed from the bylaws without any required action on the part of the Council): Beginning with the election for the 2004-2005 school year, The teacher receiving the most votes shall serve a two-year term. The teacher receiving the second highest vote total shall serve a two-year term. The teacher receiving the third highest vote total shall serve a one-year term. Should the general parent election not produce a minority member, a special election shall be held to elect a minority parent member. Upon election of a minority parent member a special election shall be held to elect a minority teacher member who shall serve a one-year term.

#### **D. REMOVAL OF MEMBERS**

1. According to KRS 156.132, the chief state school officer may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
2. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of 4/5 of the membership of the board of education after the recommendation of the chief state school officer pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347

#### **E. FILLING VACANCIES**

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If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for re-election.

### **F. TERMS OF OFFICE**

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.

## **ARTICLE III. DUTIES OF OFFICERS AND COUNCIL MEMBERS**

### **A. ELECTION OF OFFICERS**

- The only officer of the council shall be the chair.
- The council shall have a non-voting Secretary.
- A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is required before the school council can seek an alternative model. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

### **B. CHAIR**

- The principal shall be the chairperson of the school council. Duties of the chair include:
  - Conducting school council meetings
  - Compiling and distributing the agenda for council meetings
  - Serving as official custodian of council records
  - Stating when a consensus is present for the record
  - Coordinating standing and ad hoc committees
  - Carrying out any additional responsibilities as stated in these by-laws

### **C. SECRETARY**

The principal, with the approval of the council shall appoint a council secretary, preferably a parent. The Secretary shall provide a summary of each council meeting to the school office. This summary shall be communicated to the school community on the monthly lunch menu or through some other appropriate means.

### **D. COUNCIL MEMBERS**

- Duties of council members include:
  - Knowing and adhering to the mission, philosophy, and goals of Cassidy School
  - Attending all council meetings, both regular and special

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- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions
- Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council

## **ARTICLE IV. COMMITTEES**

### **A. Purpose**

The governance of Cassidy School is accomplished through the legal authorities granted to the Council and the Principal, by law and Fayette County Board of Education policy. It is the intent of the council to outline committee structures that will assure opportunities for meaningful involvement in School-based decision-making on the part of all faculty members, interested parents, and community members.

### **B. Appointment of Committees**

1. All standing and ad hoc committees shall meet in accordance with the requirements of the open meetings law, KRS 61.805 -- 61.850.
2. The number and type of standing committees shall be determined by the Council, which shall define the scope of their responsibilities. Standing committees shall make recommendations to the council, and the council shall have authority on final decisions.
3. Proposals from standing committees shall be presented, in writing, to the Council for consideration and/or action. If the Council recommends changes, the proposal may, at the Council's option, be returned to the committee of origin for reconsideration. The committee shall then submit a final proposal for action by the Council. The Council reserves the right to amend final proposals prior to adoption. Proposals, which come to the Council from Standing Committees, shall not require a second reading before action may be taken.
4. The principal shall be responsible for forming standing committees to be approved by the council. All existing standing committees shall be re-established by September 30th.
5. The Council has the authority to identify a timeline specifying tasks to be completed with critical dates.
6. Each committee shall report to the council. These reports, in writing, may be at the request of the council or as needed by the committees.
7. Standing committees shall notify the faculty and ask for input prior to submitting proposals to the Council.

### **C. Membership on Standing Committees**

1. All committees shall be open to the faculty, staff, parents and community members who support Cassidy School. Members have the option to transfer from one committee to another annually, at the beginning of each school year.

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2. Parent members shall be recruited for each committee at a ratio of two parents to every three teachers. All committee members may serve an unlimited number of consecutive two-year terms. Every faculty member shall be required to serve on one standing committee.
3. The members of each committee shall elect their chair. Council members shall not chair committees.
4. Each committee shall determine a regular meeting time and report that time to the Principal.

**D. Terms of Service on Standing Committees**

1. Reasonable effort shall be made to appoint faculty and staff members to a committee(s) of their choice. The Council reserves the right to appoint parents or other members of the community to any committee in a manner that will help ensure appropriate representation and expertise. This provision shall supersede the ratio requirements set out in the section on membership. All committee members may serve an unlimited number of successive terms.
2. Parents shall be notified by October 15<sup>th</sup> of each school year, of any vacancies that exist on school committees. Parents may volunteer to assume any vacancy on a first-come, first-served basis, by contacting the school office.
3. Minority representation on all school committees shall be encouraged.
4. Each committee shall select its own chair by October 1<sup>st</sup> of each year.
5. Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority vote of the committee may decide an issue.
6. The Standing Committees for Cassidy School are established using a teacher/parent/classified staff ration of 3:2:1. The committees and membership ratios are as follows:

*Planning*                      *PSA, the Principal, and each Standing Committee chair.*

*Professional Development*      *5:3:0 = 8*

*Curriculum and Instruction*      *8:5:3 = 16*

*Communications*                      *6:4:2 = 12*

*Technology*                              *6:4:2 = 12*

*School Climate*                              *6:4:2 = 12*

The size of the faculty fluctuates annually and these target numbers won't be matched perfectly.

**E. Ad Hoc Committees**

Ad hoc committees shall be formed as necessary to assist the Council with the accomplishment of certain tasks. Once the task is completed the committee shall be abolished. The Council Chair with the approval of the Council shall form ad hoc committees. The Council shall determine the size of ad hoc committees and representatives.

### **F. The Social Committee**

The faculty may choose to form a Social Committee at any time it is deemed necessary. The purpose for the social committee is to assist the faculty by organizing human relations activities as the faculty sees fit. As such, the Social Committee is the only committee that is exempt from the provisions of this policy. Membership on the Social Committee shall be determined annually by the Faculty and may be exclusive of other groups.

### **G. THE STANDING COMMITTEES**

The following outline of committees and their responsibilities shall include, but are not limited to, the following:

#### **PLANNING**

The Planning Committee is responsible for the development and monitoring of the School Consolidated Plan. The Planning Committee's shall be responsible for recommending to the Council an appropriate prioritization of school goals.

#### **CURRICULUM AND INSTRUCTION**

The Curriculum and Instruction Committee is responsible for the analysis of achievement and assessment data in order to establish curriculum goals as well as to suggest changes in instructional practices. Within the scope of the Committee's responsibilities are the following:

- Development of plans to improve student performance in all areas
- Development of plans and procedures for curriculum development
- Development of procedures and forms relating to student evaluation, grading, and parent reports
- Development of an overall plan for the construction of the school's master schedule
- Development of an overall plan for the assignment of students to classes and special programs
- Analysis of assessment data relative to "at risk" students
- Determination of timelines and procedures for special programs

#### **TECHNOLOGY**

The Technology Committee is responsible for the development and implementation of the school's Technology Plan. Within the scope of the Committee's responsibilities are the following:

- Maintenance of a current inventory of all computer hardware, software, printers and peripherals.
- Determination of the location equipment
- Prioritization of technology purchases within the scope of the budget

### **SCHOOL CLIMATE**

The School Climate Committee is responsible for the monitoring of those factors that directly affect the quality of life within the school's culture. Within the scope of the Committee's responsibilities are the following:

- Development of a plan for improving school attendance
- Assessment and establishment of effective student discipline strategies
- Establishment of an overall plan for the use of school space (including the playground) during the school day
- Assessment of needs, and as necessary, the development of plans for staff morale issues, increasing community support, improvements to the facility
- Maintenance of an on-going assessment of equity issues
- To regularly receive parental input on the quality of school programs

### **PROFESSIONAL DEVELOPMENT**

The Professional Development Committee is responsible for monitoring all school and committee goals in order to determine the training requirements which are most likely to produce successful results. Within the scope of the Committee's responsibilities are the following:

- Development of the Professional Development Plan with input from the faculty
- Development of the Professional Development budget
- Development of the guidelines and procedures for Professional leave

### **COMMUNICATIONS COMMITTEE**

The Communications Committee is responsible for overseeing the quality of communications between the school and the various segments of the public and professional community. Within the scope of the Committee's responsibilities are the following:

- Development and implementation of a plan for communicating school improvement goals and plans
- Collect student, school and community data to develop a school profile for use with the School Report Card
- Nomination of deserving members of the Cassidy School faculty, staff and community for awards and recognition.
- Assess needs and monitor implementation of the Council's Communications Plan (Council bylaws, Section H)
- Completion of the annual report of progress to the Southern Association of Colleges and Schools as part of the School Renewal Project

## **ARTICLE V. SCHEDULE OF MEETINGS**

### **B. REGULAR MEETINGS**



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1. The regular monthly meeting of the Cassidy School Council shall be the third Thursday of every month. Council meetings shall be open to the public. Meetings will begin at 6:00 p.m. and end at 8:00 p.m. Meetings shall not exceed 120 minutes. Council meetings will not extend past 120 minutes without the unanimous consent of all voting Council members.
2. The regular monthly meetings will be held at Cassidy School.
3. The principal shall inform the Fayette Co. Schools Communications Office of the Council's regular and special meeting schedule. The Communications Office shall inform the local news media of Cassidy School Council meetings.
4. The principal shall notify parents of council meetings each month using the school lunch menu, which is to be distributed to all students, to take home.
5. The Secretary shall keep minutes for each meeting of the school council.

**B. SPECIAL MEETINGS**

1. If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:
  - a. Written Notice: Contents. The chairperson shall prepare a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.
  - b. Delivery of Notice. The chairperson shall arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The delivery can be by hand, FAX machine, Email, or mail but the notice must be received at least 24 hours prior to the time of the meeting.
2. In addition to these requirements, the principal shall announce to teachers the time and the reason for the special called meeting during announcements on the school's PA system.

**ARTICLE VI. CONDUCT OF MEETINGS**

**A. QUORUM**

A quorum of the school council shall be a majority (more than one-half) of the council members, provided that at least one parent member is present. No council business shall be discussed or conducted unless a quorum of council members is present. No proxy votes are permitted.

**B. ATTENDANCE AT MEETINGS**

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Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session, as provided for in KRS 160.345.

### C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons:

1. To discuss proposed or pending litigation by or against a council member [KRS 61.810(1)(c)]; or
2. To discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)]
3. Meetings which federal or state law specifically require to be conducted in privacy, [KRS 61.810 (1) (k)]

Before a closed session can be conducted, the following steps must be taken:

1. **Announcement: Contents.** An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. **Motion.** The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. **Closed Session.** During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. **Decision.** After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions taken must be recorded in council minutes.

### E. AGENDA

1. Anyone may submit items for inclusion on the agenda to the chair/principal by the Monday prior to a regularly scheduled council meeting.
2. The chair shall prepare a preliminary agenda for each regular council meeting. The chairperson may declare an item received as not within school council authority.
3. Each agenda shall include the following items:
  - Approval of the final agenda for the current meeting.
  - Review and approval of previous meeting minutes.
  - An opportunity during the course of the meeting for school or community persons to address the school council.

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4. Setting of the final agenda shall be the first order of business conducted at each regular council meeting, and council members may introduce issues for inclusion on the current agenda at that time. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

**F. DISCUSSION OF AGENDA ITEMS**

1. The school council shall discuss each agenda item before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.
2. The Council shall provide those who are in attendance at a Council meeting the opportunity to speak on agenda issues. Members of the audience must be recognized by the chair to address the council. The chair will monitor input and reactions to assure that all are germane to the agenda topic and within the authority of the Council.

**G. DECISION MAKING PROCESS**

- 1) Parliamentary procedures as specified by Robert’s Rules of Order will only be used, if in the opinion of the chair, it is necessary to organize a discussion or resolve a difficult issue.
- 2) All decisions and policies officially adopted by the Cassidy School Council will be reported to the board of education and superintendent through submission of approved council minutes to the appropriate Elementary Director.
- 3) The scope of the Council’s authority to set policy is limited by Fayette County Board of Education policy and KRS 160.345, to the following:
  - a) Determination of curriculum, including needs assessment and curriculum development
  - b) Assignment of all instructional and non-instructional staff time
  - c) Assignment of students to classes and programs within the school
  - d) Determination of the schedule of the school day and week subject to the beginning and ending times of the school day and school calendar as established by the Fayette County Board of Education
  - e) Determination of the use of school space during the school day
  - f) Planning and resolution of issues regarding instructional practices
  - g) Selection and implementation of discipline and classroom management techniques, including the responsibilities of students, teachers, parents, counselor and principal, consistent with the provisions of the Safe Schools Act.
  - h) Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.
  - i) Procedures, consistent with Fayette County Board of Education policy, for determining alignment with state standards, technology utilization and program appraisal.

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- j) Parental involvement policy establishing an open, parent-friendly environment, that welcomes participation, effective communications and minority participation.
- k) Planning for multi-cultural activities
- l) Equity goals

**H. ALTERNATIVE TO CONSENSUS**

When consensus fails, the council may by majority vote determine to:

- vote to send the issue back to a committee
- form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or
- decide the issue by majority vote of the council

**I. Limits to Council Member Authority**

The Cassidy School Council is a policy making body. Outside of a legally called meeting, no Council member, other than the Principal, has any decision making or administrative authority other than those set out in these bylaws.

**ARTICLE VII. MINUTES AND OTHER COUNCIL RECORDS**

**A. MINUTES KEPT AND APPROVED**

1. Minutes shall be kept for each meeting of the school council.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the library for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.

**B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION**

The following are official documents that must be kept on file for public inspection in the library:

- School Council Minutes
- School Consolidated Plan (CATS Scores, Needs Assessment)
- School Council Policies and bylaws
- School Council Budget
- School Council and Committee Membership Lists

**C. REQUESTS FOR COUNCIL RECORDS**

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per page.

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3. The requested records must be provided to the person making the request within ten business days.
4. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
5. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy.

### **ARTICLE VIII. APPEALS**

1. Council actions may be appealed on the grounds of arbitrariness, violation of district policy, action exceeding the authority of the council, or action unlawful under state or federal law. Any parent, student, or employee of the school may initiate an appeals.
2. Issues for council consideration shall be delivered to the principal, who shall bring the matter before the council at its next regular meeting. If the matter is not satisfactorily resolved within five (5) school days from the date the issue is presented to the council, the appeal may be submitted in writing to the appropriate Director of Elementary Schools. If, within five (5) school days after receiving the appeal, the Director of Elementary Schools has not been able to resolve the concern satisfactorily, a further appeal may be made in writing to the superintendent.
3. If, within ten (10) school days after receiving the appeal, the Superintendent has not been able to resolve the concern satisfactorily, a further appeal may be made in writing to the Fayette County Board of Education. The Board shall act on the appeal within thirty (30) school days of the Board meeting when the appeal was made.
4. The decision of the Fayette County Board of Education shall be final. The council shall adopt policies, consistent with Board policy, which shall provide an environment that enhances student achievement and helps the school meet the mission statement and any goals established by the Kentucky Education Reform Act, and other laws.
5. In the development and application of school policies the Cassidy School Council shall comply with Board policies, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, creed, national origin, political affiliation, marital status, or disability.

### **IX. AMENDMENTS**

#### **A. AMENDMENTS TO COUNCIL BY-LAWS**

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These by-laws may be amended after a first and second reading at two council meetings by consensus or majority vote of the school council.

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